SURE SYSTEM DOCUMENTATION
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DATA DICTIONARY

FOR

NONCREDIT OPEN ENROLLMENT DATA

(Effective as of FY 07)

SEPTEMBER 2007

NEW JERSEY COMMISSION ON HIGHER EDUCATION

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(Effective as of FY 2007)

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DATA ELEMENT  (E01)  REPORTING DATE (FISCAL YEAR)
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DEFINITION:  THE FISCAL YEAR IN WHICH STUDENTS ENROLL IN COURSES


LOCATION:    01 – 06


CODING:      6 DIGITS:  THE FIRST AND SECOND DIGITS ARE "FY"

                        THE FOURTH THROUGH SIXTH DIGITS ARE THE FISCAL
                        YEAR.


             FIRST AND SECOND DIGITS
             -----------------------

             FY


             THIRD THROUGH SIXTH DIGITS
             --------------------------

             2007  =  2007

             2008  =  2008

             2009  =  2009

             ETC.


             EXAMPLES OF REPORTING PERIODS
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             FY2007 = FISCAL YEAR 2007

             FY2008 = FISCAL YEAR 2008

             FY2009 = FISCAL YEAR 2009
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DATA ELEMENT  (E02)  INSTITUTION (CEEB CODE)
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DEFINITION: A NUMBER ASSIGNED TO AN EDUCATION INSTITUTION BY THE COLLEGE
            ENTRANCE EXAMINATION BOARD (CEEB).
            THE 5TH DIGIT INDICATES PRIMARY DEGREE LEVEL:
            2 = ASSOCIATE DEGREE, 4 = BACHELORS.
            THE 6TH DIGIT INDICATES CONTROL OR AFFILIATION:
            1 = PRIVATE, 2 = PUBLIC.


LOCATION:  07 - 12


CODING:    6 DIGITS


           NJ COMMUNITY COLLEGES

           202422  =  ATLANTIC CAPE COMMUNITY COLLEGE
           203222  =  BERGEN COMMUNITY COLLEGE
           218122  =  BROOKDALE COMMUNITY COLLEGE
           218022  =  BURLINGTON COUNTY COLLEGE
           212122  =  CAMDEN COUNTY COLLEGE
           211822  =  CUMBERLAND COUNTY COLLEGE
           223722  =  ESSEX COUNTY COLLEGE
           228122  =  GLOUCESTER COUNTY COLLEGE
           229122  =  HUDSON COUNTY COMMUNITY COLLEGE
           244422  =  MERCER COUNTY COMMUNITY COLLEGE
           244122  =  MIDDLESEX COUNTY COLLEGE
           212422  =  MORRIS, COUNTY COLLEGE OF
           263022  =  OCEAN COUNTY COLLEGE
           269422  =  PASSAIC COUNTY COMMUNITY COLLEGE
           286722  =  RARITAN VALLEY COMMUNITY COLLEGE
           286822  =  SALEM COMMUNITY COLLEGE
           271122  =  SUSSEX COUNTY COMMUNITY COLLEGE
           292122  =  UNION COUNTY COLLEGE
           272222  =  WARREN COUNTY COMMUNITY COLLEGE
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DATA ELEMENT (E03) SOCIAL SECURITY NUMBER/STUDENT ID

DEFINITION: THE SOCIAL SECURITY NUMBER OR UNIQUE IDENTIFICATION NUMBER
ASSIGNED TO A STUDENT.

LOCATION: 13 – 21

CODING: 9 DIGITS

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DATA ELEMENT  (E04)  STATE OF RESIDENCE
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DEFINITION: STATE OF RESIDENCE AT TIME OF REGISTRATION.


            LEAVE FIELD BLANK IF INFORMATION IS NOT AVAILABLE (DO NOT
            ENTER ZERO)


LOCATION:   22 - 23

CODING:     2 DIGITS: (CODES USED BY FEDERAL INFORMATION PROCESSING
            STANDARDS - FIPS)




            01 = ALABAMA          34 = NEW JERSEY
            02 = ALASKA           35 = NEW MEXICO
            04 = ARIZONA          36 = NEW YORK
            05 = ARKANSAS         37 = NORTH CAROLINA
            06 = CALIFORNIA       38 = NORTH DAKOTA
            08 = COLORADO         39 = OHIO
            09 = CONNECTICUT      40 = OKLAHOMA
            10 = DELAWARE         41 = OREGON
            11 = DIST OF COLUMBIA 42 = PENNSYLVANIA
            12 = FLORIDA          44 = RHODE ISLAND
            13 = GEORGIA          45 = SOUTH CAROLINA
            15 = HAWAII           46 = SOUTH DAKOTA
            16 = IDAHO            47 = TENNESSEE
            17 = ILLINOIS         48 = TEXAS
            18 = INDIANA          49 = UTAH
            19 = IOWA             50 = VERMONT
            20 = KANSAS           51 = VIRGINIA
            21 = KENTUCKY         53 = WASHINGTON
            22 = LOUISIANA        54 = WEST VIRGINIA
            23 = MAINE            55 = WISCONSIN
            24 = MARYLAND         56 = WYOMING
            25 = MASSACHUSETTS
            26 = MICHIGAN         60 = AMERICAN SAMOA
            27 = MINNESOTA        64 = MICRONESIA
            28 = MISSISSIPPI      66 = GUAM
            29 = MISSOURI         68 = MARSHALL ISLANDS
            30 = MONTANA          69 = NORTHERN MARIANA ISLANDS
            31 = NEBRASKA         70 = PALAU
            32 = NEVADA           72 = PUERTO RICO
            33 = NEW HAMPSHIRE    75 = TRUST TERR OF PACIFIC ISLANDS
                                  78 = VIRGIN ISLANDS
                                  90 = FOREIGN COUNTRY
                                  99 = UNKNOWN STATE OF RESIDENCE
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DATA ELEMENT  (E05)  ZIP CODE OF MAILING ADDRESS
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DEFINITION:  ZIP CODE AT TIME OF REGISTRATION.



             LEAVE THIS FIELD BLANK IF STUDENT INFORMATION IS NOT
             AVAILABLE; (DO NOT ENTER ZERO).


LOCATION:   24 - 28


CODING:    5 DIGITS
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DATA ELEMENT  (E06)  N.J. COUNTY OF RESIDENCE
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DEFINITION: COUNTY OF RESIDENCE.AT TIME OF REGISTRATION



LOCATION:   29 - 30


CODING:     2 DIGITS (CODES USED BY FEDERAL INFORMATION PROCESSING
            STANDARDS - FIPS - DELETE THE LEADING ZERO)


            01 = ATLANTIC COUNTY
            03 = BERGEN COUNTY
            05 = BURLINGTON COUNTY
            07 = CAMDEN COUNTY
            09 = CAPE MAY COUNTY
            11 = CUMBERLAND COUNTY
            13 = ESSEX COUNTY
            15 = GLOUCESTER COUNTY
            17 = HUDSON COUNTY
            19 = HUNTERDON COUNTY
            21 = MERCER COUNTY
            23 = MIDDLESEX COUNTY
            25 = MONMOUTH COUNTY
            27 = MORRIS COUNTY
            29 = OCEAN COUNTY
            31 = PASSAIC COUNTY
            33 = SALEM COUNTY
            35 = SOMERSET COUNTY
            37 = SUSSEX COUNTY
            39 = UNION COUNTY
            41 = WARREN COUNTY

            88 = N.J. RESIDENT, BUT COUNTY UNKNOWN

            99 = NOT A N.J. RESIDENT

            00 = INFORMATION NOT AVAILABLE
            USE THIS CODE ONLY IF "STATE OF RESIDENCE" CODE IS "99".
            {"STATE OF RESIDENCE" IS LABELED AS DATA ELEMENT E04}
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DATA ELEMENT  (E07)  SEX
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DEFINITION: THE GENDER (MALE OR FEMALE) OF A STUDENT.


LOCATION:   31


CODING:     1 DIGIT


            0  =  NOT REPORTED BY STUDENT

            1  =  MALE

            2  =  FEMALE
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DATA ELEMENT  (E08)  RACIAL/ETHNIC CODE
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DEFINITION: CATEGORIZATION OF STUDENTS ACCORDING TO THE RACIAL/ETHNIC
            CATEGORY TO WHICH THEY BELONG, ARE REGARDED BY THE COMMUNITY
            AS BELONGING, OR CATEGORIZE THEMSELVES AS BELONGING.


LOCATION:   32


CODING:     1 DIGIT


            0 = NOT REPORTED BY STUDENT

            1 = AFRICAN-AMERICAN, NON-HISPANIC

            2 = AMERICAN INDIAN OR ALASKAN NATIVE

            3 = ASIAN OR PACIFIC ISLANDER

            4 = HISPANIC, Not Elsewhere Classified

            5 = WHITE, NON-HISPANIC

            6 = MEXICAN

            7 = PUERTO RICAN

            8 = CUBAN

            9 = CENTRAL OR SOUTH AMERICAN
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DATA ELEMENT  (E09)  BIRTHDATE
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DEFINITION: THE DATE OF BIRTH AS DESIGNATED ON THE STUDENT'S
            REGISTRATION

            LEAVE FIELD BLANK IF INFORMATION IS NOT AVAILABLE. (DO NOT
            ENTER ZERO)


LOCATION:   33 - 40


CODING:     8 DIGITS:  THE FIRST AND SECOND DIGITS ARE THE MONTH
            THE SECOND AND THIRD DIGITS ARE THE DAY
            THE FOURTH THROUGH EIGHTH DIGITS ARE THE CALENDAR YEAR

            FIRST AND SECOND DIGITS
            -----------------------

            01 = JANUARY

            02 = FEBRUARY

            ETC.

            THIRD THROUGH FOURTH DIGITS
            ---------------------------

            01  =  1$^{ST}$ DAY OF THE MONTH

            02  =  2$^{ND}$ DAY OF THE MONTH

            ETC.


            ALL FOUR DIGITS OF YEAR
            -----------------------

            1989 = 1989

            1990 = 1990

            1991 = 1991

            ETC.


            EXAMPLES OF REPORTING PERIODS
            -----------------------------

            01011994 = JANUARY 1, 1994
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DATA ELEMENT (E10) COURSE CONTENT CATEGORY

DEFINITION: THE CATEGORY OF TRAINING IN WHICH THE COURSE FALLS*

LOCATION: 41

CODING: 1 DIGIT

             1 = AVOCATIONAL TRAINING

             PERSONAL DEVELOPMENT

             2 = CAREER ENHANCEMENT

             COURSES WHICH BUILD SKILLS AND/OR CAN LEAD TO CERTIFICATION

*IF THE COURSE IS STATE FUNDABLE, IT SHOULD BE COUNTED AS A CAREER
COURSE. FOR OTHER COURSES, CONSIDER THE INTENDED PURPOSE OF THE COURSE,
NOT THE INDIVIDUALS WHO ENROLL.

DATA ELEMENT (E11) TARGETED AUDIENCE

DEFINITION: TARGETED AUDIENCE OF THE COURSE*

LOCATION: 42

CODING: 1 DIGIT

          1 = YOUTH/CHILDREN

          2 = GENERAL ADULT POPULATION

          3 = SR. CITIZENS

*THIS DATA ELEMENT DEFINES THE AUDIENCE TO WHOM THE COURSE IS TARGETED –
NOT TYPE OF INDIVIDUAL STUDENT WHO IS ENROLLING.

DATA ELEMENT (E12) STATE FUNDABLE STATUS

DEFINITION: THE INDICATOR THAT DESCRIBES THE FUNDABLE STATUS
            OF THE COURSE FOR WHICH THE STUDENT IS REGISTERED*

LOCATION: 43

CODING: 1 DIGIT

            1 = NOT STATE FUNDABLE

            2 = STATE FUNDABLE

*ONLY THOSE COURSES THAT HAVE BEEN APPROVED BY THE DIFFERENTIAL
CLASSIFICATION COMMITTEE SHOULD BE IDENTIFIED AS "STATE FUNDABLE". IF
THE COURSE IS PENDING APPROVAL, IT SHOULD BE IDENTIFIED AS "NOT STATE
FUNDABLE".

DATA ELEMENT (E13) CLOCK HOURS

DEFINITION: THE NUMBER OF CLOCK HOURS (ONE CLOCK HOUR = 60 MINUTES) OF
            THE COURSE FOR WHICH THE STUDENT HAS PAID AND/OR ENROLLED*
            AS OF THE REPORTING DATE. CLOCK HOURS SHOULD BE REPORTED AS
            WHOLE NUMBERS IN COLUMNS 44-46, DECIMALS SHOULD BE REPORTED
            IN COLUMNS 47-48, DECIMAL POINT IS NOT REPORTED*

                 For example,

                      00100 = 1 hour
                      04550 = 45.5 hours
                      12075 = 120.75 hours

LOCATION: 44 - 48

CODING: 5 DIGITS

            *A STUDENT IS CONSIDERED ENROLLED IN A NONCREDIT COURSE IF
            IN ATTENDANCE AS OF THE SECOND DAY OF THE CLASS (OR IN THE
            FIRST CLASS IF THERE IS ONLY ONE CLASS). COLLEGES THAT
            OFFER BUS TRIPS TO MUSEUMS OR PLAYS SHOULD CAPTURE THESE
            ENROLLMENTS AND IDENTIFY THEM AS AVOCATIONAL COURSES WITH
            THE NUMBER OF CLOCK HOURS REPORTED THAT REPRESENT THE TIME
            THAT THE STUDENT ACTUALLY SPENDS DIRECTLY INVOLVED IN THE
            ACTIVITY.

            NOTE: FOR JTPA TYPE NONCREDIT PROGRAMS, IF POSSIBLE, CLOCK
            HOURS SHOULD BE CALCULATED BASED ON THE LENGTH OF TIME THAT
            THE STUDENT ATTENDED THE JTPA TYPE TRAINING PROGRAM, NOT THE
            SCHEDULED CLOCK HOURS OF THE ENTIRE COURSE/TRAINING PROGRAM.